



## CITY OF COMMERCE AGENDA REPORT

**TO:** HONORABLE CITY COUNCIL

**FROM:** CITY MANAGER

**SUBJECT:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN BY AMENDING THE HOMEWORK CENTER HELPER CLASSIFICATION.

**MEETING DATE:** JANUARY 21, 2020

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### **RECOMMENDATION:**

That the City Council consider and adopt a Resolution amending the Classification and Compensation Plan by revising the classification specifications for the Homework Center Helper Classification.

### **ANALYSIS:**

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan. Staffing and compensation needs were discussed and reviewed with the Parks & Recreation Department.

After a needs assessment was conducted by the Parks and Recreation Department and feedback from the public was assessed, it was identified that there is a need for the City to provide homework help to school-age children before, after, during their breaks from practices and/or other City activities conducted at City sites.

The City currently has a Homework Center Helper classification that provides this service to all school age children under the Library Services Department, but based on the assessment, staff is recommending adjusting the job specification by broadening which departments and programs the position could provide service to. Thus, the amendment to the job classification would allow for this classification to be utilized under any of the City departments that support programs related to school-age children.

All other parts of the job specification remain unchanged.

The recommended modifications to the job specification will provide for further one-on-one direct homework help for school age children, who are residents participating in the City's Recreational Programs during practice hours and at the practice site.

The revised job description for the position encompasses a full scope of responsibilities, duties and requirements of the position and is attached for review and approval.

**FISCAL IMPACT:**

No fiscal impact.

**ALTERNATIVES:**

1. Approve staff recommendation (Approve revised specification)
2. Reject staff recommendation
3. Provide staff with further direction

**RELATIONSHIP TO STRATEGIC GOALS:**

This agenda report relates to the 2016 City of Commerce Strategic Guiding Principle – City Organization, as follows: Establish clear expectations, roles and responsibilities for all employees, elected officials, appointed commissioners and committee members, and volunteers.

**ATTACHMENTS:**

- 1) Homework Center Helper Classification
- 2) Resolution

Recommended by: Ela Pappo, Director of Human Resources  
Respectfully submitted by: Edgar P. Cisneros, City Manager